

|  |  |
|--|--|
|  | <p><b>2013</b></p> <p><b>Wyoming Game and Fish Department</b></p> <p><b>How to Apply for a Big Game License</b></p> <p><b>Paper Applications</b></p> |
|--|--|

**We encourage you to apply using the WGFD website at <http://wgfd.wyo.gov> using your credit or debit card.**

However, if you prefer to submit paper applications, please ensure that your application is filled out legibly, completely and correctly. You will find instructions below on how to fill out your application form.

### **2013 Application Forms**

Applicants must apply on the current year forms for each species to be hunted. Prior year's application forms will be rejected. Initial applications sent through fax will not be accepted, due to the inability to fax fees. Please print legibly on application forms.

#### Nonresident

Nonresident Full Price Elk and/or Reduced Price Cow/Calf Elk – Form 17  
 Nonresident Full Price Deer and/or Reduced Price Doe/Fawn Deer – Form 18  
 Nonresident Full Price Antelope and/or Reduced Price Doe/Fawn Antelope – Form 19  
 Nonresident Full and Reduced Price Bighorn Sheep, Moose and Mountain Goat – Form 2  
 Nonresident Wild Bison Priority List – Form 7  
 Nonresident Spring Wild Turkey – Form 5  
 Nonresident Fall Wild Turkey – Form 6 **(not available until June 1)**  
 Nonresident Request to be Removed From a Drawing – Form 16  
 Nonresident Preference Point – Form 30 **(not available until June 1)**

#### Resident

Resident Full Price Elk and/or Reduced Price Cow/Calf Elk – Form 17 **(not available until April 1)**  
 Resident Full Price Deer and/or Reduced Price Doe/Fawn Deer – Form 18 **(not available until April 1)**  
 Resident Full Price Antelope and/or Reduced Price Doe/Fawn Antelope – Form 19 **(not available until April 1)**  
 Resident Full and Reduced Price Bighorn Sheep, Moose and Mountain Goat – Form 2  
 Resident Wild Bison Priority List – Form 7  
 Resident Spring Wild Turkey – Form 5  
 Resident Fall Wild Turkey – Form 6 **(not available until June 1)**  
 Resident Request to be Removed From a Drawing – Form 16  
 Resident Preference Point – Form 30 **(not available until June 1)**

Failure to apply correctly could result in an application error, which could lessen the opportunity to be included in the respective drawing.

**NOTE: Application forms for resident elk, deer and antelope will not be available until April 1 and resident and nonresident fall turkey will not be available until June 1 due to proposed regulatory changes that will be presented in January 2013. (See *Deadlines* section below for an explanation.)**

**NOTE: Application forms for the purchase of a preference point only are not available until after all the initial limited quota drawings are completed. These forms are posted to the website each year by June 1.**

You can apply online for resident elk, deer and antelope beginning January 1.

### **Deadlines**

The Department is currently proposing deadline date changes for the 2013 season for resident elk, deer and antelope applications, preference point only applications and fall turkey applications. The proposal is to have an early deadline for the submission of paper applications and allow the entire application period for online applications.

The proposed changes will be presented at the January 2013 Wyoming Game and Fish Commission meeting. Please check the website in early April to determine if these proposed deadline changes will be effective for the 2013 season.

If approved by the Commission and Governor, the application period for the submission of PAPER applications for resident elk, deer and antelope would be May 1 – May 15. The current May 31 deadline would be the final time period to submit an online application. For resident and nonresident purchase of preference points only, the PAPER deadline would be July 31. The current deadline of September 30 would remain for the submission of online applications. The deadline date for resident and nonresident fall turkey is being proposed to change from August 15 to July 31. The proposed deadline date change to July 31 would be the deadline for both paper and online application submission.

Since application date changes are being proposed for resident elk, deer and antelope applications, preference point only applications, and fall turkey applications, these application forms will not be available until after the Commission and Governor have acted on these proposed changes. Please check the website in early April for an update.

Please note the application periods are listed on every application form. Paper applications and fees must arrive at Cheyenne headquarters office by 5:00 PM mountain time on the application deadline date to be valid, regardless of the postmark date.

If the deadline date is on a day when the Cheyenne headquarters office is closed for normal business hours (weekends, holidays, etc.), applications received by 5:00 PM mountain time on the next business day the Cheyenne headquarters office is open for business will be accepted.

Applying late in the application period significantly increases the risk that your application will not be received by the deadline and therefore will not be entered into the drawing.

### **Delivery of Applications, Licenses and Refunds**

Neither the U.S. Postal Service nor any other mail delivery service is an agent of the Wyoming Game and Fish Department. Therefore, the Department cannot assume responsibility for mail delivery to and from the Department. We encourage you to apply online using the WGFD website. Your canceled check or money order is documentation that the Department has received your application.

### **Incorrect Remittance of Fees**

Credit and debit cards can be used only when applying online on the WGFD website via the Electronic Licensing System (ELS).

Payment in U.S. funds can be in the form of money orders, cashier's checks or personal checks. Personal checks from nonresidents will only be accepted with license applications submitted prior to March 15 or with license applications for fall wild turkey and preference point only purchases beginning July 1. Two-party checks, including state of Wyoming refund warrants, will not be accepted.

Cash can only be submitted in person at the Cheyenne headquarters office. Cash submitted is at the applicant's own risk and is strongly discouraged. The Department assumes no responsibility for loss of cash. No receipts will be given for cash applications received by mail.

Persons applying as a party may submit payment individually or as one payment for all members of the party.

Applicants who have third parties prepare and submit their applications are strongly advised to pay for their own application with the remittance instrument made payable to the Wyoming Game & Fish Department to ensure your application is fully funded and eliminate the risk of a third party submitting a nonsufficient funds check. If a check is returned unpaid by the bank for any reason prior to the drawing, applications paid for by that check will not participate in the drawing. Returned items cannot be redeposited by the Department and applicants with returned items will not be notified by the Department. If an applicant wishes to submit a cashier's check or money order to replace the returned item, the applicant must contact the Department's Fiscal Administration Section to determine if it is too late to replace the returned item. If the Department is unable to determine which applicant(s) relates to the returned check, all applicants in the party may be disqualified.

Paper applicants who overpay will be issued a separate refund by August, following the completion of all initial drawings. If a determination can be made as to whom overpaid, the overpayment will be returned to the applicant. If it cannot be determined, it will be returned to the first applicant in the envelope or party. Applicants who underpay for an application are not eligible to participate in the drawing. The funds submitted for their application will be returned to the applicant in a separate refund by August.

### **Instructions on how to complete your application form**

Read instructions carefully. Wyoming Game and Fish Commission regulations require all application forms to be accurately completed, including the applicant's legal name, social security number, date of birth, physical address, mailing address if different than the physical address, physical description (height, weight, eyes, hair and sex) and desired valid hunting license specifications. Failure to complete or submit forms correctly or submitting the wrong amount of money may disqualify an application.

#### **Step 1**

**Sportsperson Identification Number.** The sportsperson identification number is a random number generated by the Wyoming Game and Fish Department. Your social security number may not be used as your sportsperson identification number.

If this is your first application submitted with the Wyoming Game and Fish Department, please leave the sportsperson identification number field blank and check the box "Please Assign #."

If you have been assigned a random number as your sportsperson identification number, please continue to use that on your application form. If you do not know what number to use, leave the sportsperson identification number field blank on your application form and **DO NOT** check the box “Please Assign #” or contact the Department at 307-777-4600 to obtain your sportsperson ID.

## Step 2

**Social Security Number.** All applicants are required to provide the last four (4) digits of their social security number to apply for a license or participate in limited quota drawings.

Section 466(13)(A) of the Social Security Act mandates states have in effect a requirement for the social security number of any applicant for a recreational license to be recorded on the application. The Act does not require the social security number be printed on the face of the license, but does require the number be kept on file at the agency. This provision of the act is to allow for the matching of child support obligors with license holders.

The Department of Health and Human Services has approved an exemption that allows the Department to only capture the last four (4) digits of the social security number, instead of the entire number, to comply with the federal requirements to provide the social security number of a hunting and fishing license purchaser.

The Wyoming Game and Fish Department will not print the social security number on any license document. It will not be accessible on any Department internet license application or sale system. Any use of the social security number will be limited to the last four (4) digits. The Department will not disclose the social security number to any entity, except to the Department of Family Services, as required for child support enforcement. The sportsperson identification number will continue to be the number printed on licenses or refunds, not the social security number.

Individuals who do not have a social security number will be required to provide one of the following alternate identification numbers:

1. Resident aliens will be required to provide their Tax Identification Number (TIN). This means a person who is not a US citizen who is in our country on a VISA working for a company earning a paycheck or attending college (also known as Resident Alien Card, Green Card or Student VISA).
2. International foreign visitors will be required to provide their Passport Identification Number.

## Step 3

**Personal Data.** Complete the date of birth, name, mailing address, physical address if different than your mailing address, weight, eye color, hair color, height and sex portion of the application. Include your telephone number. This may enable clarification of a questionable application.

## Step 4

**Proof of Residency.** If you are a resident, fill in the box for “Years of Wyoming Residency” and provide your Wyoming driver’s license number or Wyoming identification card number as proof. Applicants who do not have a driver’s license or a Wyoming ID card should complete and sign the proof of residency on the back of the application. For an applicant under the age of eighteen (18), a parent/guardian may submit and sign the application, including the proof of residency on the back of the form.

## Step 5

**Fee Types.** Please check the appropriate fee type box to indicate if you are submitting your application as a youth, adult, pioneer, pioneer heritage, landowner or nonresident special, including nonresident preference point fees for elk, deer or antelope, etc.

## Step 6

**Hunt Areas and Hunt Types.** Please refer to the *Tentative Season Information* charts document to understand the provisions applicable to a license. You need to pay close attention to the limitations column of this document to verify that you are applying for the type of license you desire.

Please refer to the *Tentative Season Information* document for an explanation of hunt area types and other information relevant to selecting the hunt area and type of the license.

The hunt area designates the geographic hunt area boundary in which the license is valid. A license can be offered for one single hunt area, a listing of hunt areas (referred to as a combined hunt area) or a large geographic area including several hunt areas (referred to as region license for nonresident deer or a general license for resident deer, nonresident elk and resident elk).

A nonresident region deer license is only valid for hunting in those hunt areas included in the region that offers a general hunting season. A resident general deer, nonresident general elk and resident general elk license is valid for the entire state for hunting in those hunt areas in the state that offer a general hunting season. Hunt areas that are offered as limited quota areas are not valid for region or general license hunting.

The type designates the fee being paid **AND** the limitations on the license being offered. Types 1, 2, 3, 4, 5, 9, and 0 are FULL price licenses. Types 6, 7, 8 are REDUCED PRICE licenses. The type also indicates other limitations such as what species can be harvested (mule deer or white-tail deer), what weapons must be used (archery only, muzzle loading), the sex of the animal (any, antlered, antlerless) and other limitations that may exist on the license (license may only be valid in a portion of the hunt area).

### Completing the Hunt Area and Type Box:

A hunt area may offer both general and one or more limited quota types. You need to select the specific hunt area and type combination that represents the license you are seeking.

| Type       | Description                    | License Fee Type   |
|------------|--------------------------------|--------------------|
| Type 1 & 2 | Antlered or Any                | Full Price Fees    |
| Type 3     | Any White-Tailed Deer          | Full Price Fees    |
| Type 4 & 5 | Antlerless                     | Full Price Fees    |
| Type 6 & 7 | Doe/Fawn, Cow/Calf or Ewe/Lamb | Reduced Price Fees |
| Type 8     | Doe/Fawn White-Tailed Deer     | Reduced Price Fees |
| Type 9     | Archery Only                   | Full Price Fees    |
| Type 0     | Other Specialty Weapon Only    | Full Price Fees    |

To apply for a **general deer license (residents only)** or **general elk license (residents and nonresidents)**: put "GEN" in the hunt area box and leave the type box blank. Example: Area: GEN Type:       .

To apply for a **region general deer license (nonresidents only)**: put the region alpha character in the hunt area box and leave the type box blank. Regardless of what specific hunt area you want to hunt within the region, you need to apply using the region alpha character instead of the hunt area. Example: Area:   B    
Type:       .

To apply for a limited quota license that is valid in **one specific hunt area** only: put that hunt area in the hunt area box and put the specific type you are applying for in the type box. For a license that is listed as area 1, type 1, you would put 1 in the hunt area and 1 in the type box. Example: Area   1   Type   1  .

To apply for a limited quota license that is valid in **combined hunt areas** (several hunt areas listed): put the first hunt area listed in the combination of hunt areas for which the license is valid and put the specific type you are applying for in the type box. For a license that is listed as area 10, 11, 12, 13, 14, 15 Type 3, regardless of what specific hunt area you wanted to hunt, you would put 10 in the hunt area and 3 in the type box. The license will be issued as 10, 11, 12, 13, 14, 15 type 3 and you can hunt in any of these areas. To participate in the drawing for this combination, you must list **ONLY** the first hunt area. Example: Area  10   
Type   3  .

## Step 7

### Party Block

Hunters who apply as a party are not allowed to take game for another hunter. Party hunting is illegal in Wyoming.

A party is a group of hunters who **APPLY** for hunting licenses for the same species, area and type, with the expectation of receiving the same drawing results. All applicants in a party are assigned the same random number; therefore, they receive the same drawing results. Applying as a party does not increase the drawing odds.

Applicants who do not apply as a party are assigned individual random numbers.

Party applications will be accepted for all big game licenses, except moose, bighorn sheep or mountain goat.

The maximum party size is six (6).

Residents and nonresidents **MAY NOT** apply together as a party.

Valid party combinations may include:

| Resident Applicants<br>Elk, Deer and Antelope  | Nonresident Applicants<br>Elk, Deer and Antelope  |
|--|---|
| Resident<br>Resident Pioneer<br>Resident Pioneer Heritage<br>Resident Youth  | Nonresident<br>Nonresident With Point Option<br>Nonresident Youth<br>Nonresident Youth With Point Option  |
| Resident Landowner<br>Resident Pioneer Landowner<br>Resident Pioneer Heritage Landowner<br>Resident Youth Landowner<br>(Must apply to local Game Warden) | Nonresident Landowner<br>Nonresident Landowner with Point Option<br>Nonresident Youth Landowner<br>Nonresident Youth Landowner with Point Option<br>(Must apply to local Game Warden) |
| Special Fees Types only available to Nonresidents  | Nonresident Special   |

All applications and fees must be in the same envelope and the party block must be properly completed. All party applications for which the party block is not completed will be treated as individual applications in processing and in the random computer selections.

Party applications require that all applicants choose the same species, hunt area and season type in the same order of preference.

Party applications for full price licenses must be submitted separately from party applications for reduced price licenses. Example: If six people want to apply together as a party for full price elk but a few of those people also want reduced price cow/calf elk licenses, two separate applications must be submitted. One application is the party application consisting of the six applications for full price. The second application is either the individual applications for reduced price cow/calf elk or the separate party applications for reduced price cow/calf elk.

For nonresident elk, deer and antelope parties, all of the applicants' preference point totals will be averaged to determine the preference point ranking in the preference point drawing.

Applicants who wish their applications to be processed as a party must complete the party block. For example, if there are three (3) applicants within the hunt party, the party block would be completed as follows:

|  |   |
|--|---|
| Application for First Hunter in Party  | <div>Party Application Block</div> <div> <div>1</div> <div>OF</div> <div>3</div> </div> |
| Application for Second Hunter in Party | <div>Party Application Block</div> <div> <div>2</div> <div>OF</div> <div>3</div> </div> |
| Application for Third Hunter in Party  | <div>Party Application Block</div> <div> <div>3</div> <div>OF</div> <div>3</div> </div> |

Applicants who do not want to be processed as a party should not complete the party block:

|  |   |
|--|---|
| Leave Blank if Not Applying as a Party | <div>Party Application Block</div> <div> <div></div> <div>OF</div> <div></div> </div> |
|--|---|

## Step 8

**Voluntary Access Yes Donation.** AccessYes is a program created to maintain and enhance public access for hunting and fishing. AccessYes is funded by voluntary contributions from hunters and anglers dedicated exclusively for improving public hunting and fishing opportunities in the state. AccessYes donations are only used to provide hunting and fishing access onto private and landlocked public lands. The AccessYes program is in response to numerous requests that the Game and Fish Department address the difficulties of finding places to hunt and fish. Application forms have a space provided for you to designate any whole dollar amount you wish to contribute when applying for a license. This amount should then be added to the check or money order accompanying the application. **DO NOT SEND CASH.** Donating to the program does not provide or imply that access will be granted to any private land that is not enrolled in Wyoming's Private Land Public Wildlife Access Program. If you would like more information on this program, please call (307) 777-4600.

### Step 9

**Voluntary Search and Rescue Donation.** Wyoming statutes provide for a voluntary donation to be utilized solely to defray costs of search and rescue activities in the state. These funds are transferred to the Wyoming Emergency Management Agency for search and rescue operations. As these activities benefit hunters and anglers, the Department encourages your participation in this program. This donation is in addition to other license fees. Every Department application form provides a check box for this voluntary donation.

### Step 10

**Signature.** Be sure to sign the front of your application. If you have answered one of the proof of residency questions on the back of the form, the applicant must also sign the back of the application form. For an applicant under the age of eighteen (18), a parent/guardian may submit and sign the application, including the proof of residency on the back of the form.

### Step 11

**Remitting Your Application.** Make a copy of your application for your records. Submit the proper fee payable to the Wyoming Game and Fish Department. Address your envelope properly and mail to: Wyoming Game and Fish Department, License Draw Section, 5400 Bishop Blvd, Cheyenne, WY 82006-0001. Mail applications early to ensure they are received in our office on or before 5:00 PM mountain time on the deadline date. Postmarks do not count as meeting the application deadline date.

The Wyoming Game and Fish Department receives Federal assistance in Sport Fish and Wildlife Restoration. Under Title VI of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, the U.S. Department of Interior prohibits discrimination on the basis of race, color, national origin, age, sex or disability. If you believe that you have been discriminated against in any program, activity or facility as described above, or if you desire further information, please write to: Department of Interior, U.S. Fish and Wildlife Service, Division of Human Resources, 4401 N. Fairfax Drive, Mail stop: 2000, Arlington, VA 22203.